

SAN ANTONIO SITE DEVELOPMENT BRIEFING TEAM

The City of San Antonio together with various public service utility companies, has formed the SAN ANTONIO SITE DEVELOPMENT BRIEFING TEAM. The team's purpose is to provide an overview of the site development process, answer questions related to local Subdivision, Uniform Building, and the Uniform Fire Codes. The services of the Briefing Team are available to:

- ◆ Economic Development Department Projects.
- ◆ Companies bringing new investment of real property improvements of \$10 million or creating 200 or more new permanent full-time jobs.
- ◆ Companies located/locating within the Enterprise Community or the designated Neighborhood Commercial Revitalization areas.

The team describes the development process, identifies applicable codes and regulations, clarifies code requirements and may comment on conceptual plans or Preliminary Overall Area Development Plans. This courtesy briefing and conceptual plans review does not replace the regular review process, Preliminary Plan Review process, nor the Plan Checking Service for permit approval.

Companies requesting the services of the Team may contact the Team Coordinator at (210) 207-3900 or write to the Economic Development Department, First Point Business Information Office, 215 S. San Saba St., San Antonio, TX 78283-3966. The fax number is (210) 207-3909. The briefings are tailored to the scope of the development and may be from one to four hours in duration. Small projects may not require the entire Briefing Team. Companies will select which department or agencies they want at the meeting from the following list:

- | | |
|------------------------------------|--|
| 1. Planning Department | 6. San Antonio Water Systems (water) |
| 2. Building Inspections Department | 7. Police Department |
| 3. Fire Department | 8. Health Department |
| 4. Public Works Department | 9. Texas National Resources
Conservation Commission |
| 5. City Public Service (elec./gas) | 10. Other Departments as required |

Businesses requesting the services of the Team will prepare the DATA FOR BRIEFING TEAM EVALUATION form available at the First Point Business Information Center. The Coordinator will start the process to assemble the Briefing Team when the DATA FOR BRIEFING TEAM is received.

If you will require specialized information, i.e. electrical, mechanical, HAZMAT, etc., please inform the Briefing Team Coordinator. The team coordinator may call on other City departments if necessary.

Businesses that want to use this service are asked to allow for a **“seven day working period”** in order to give the Briefing Team sufficient time to schedule the meeting. Briefings are not held on Thursdays.

DATA FOR BRIEFING TEAM EVALUATION

Corporate Information

Company Name _____ Contact _____
Address _____ Title _____
City _____ Phone _____
State/Province _____ Fax _____
Zip/Postal Code/Country _____ E-mail _____
Parent Company _____ www Address _____
Location _____ Ownership ☐ Private ☐ Public

Business Type

☐ Distribution _____
☐ Fabrication _____
☐ Assembly/Manufacturing _____
☐ Service _____
☐ Headquarters _____
☐ Biomedical/Biotech Research _____

Project Type

☐ Consolidation
☐ Expansion, new location
☐ Expansion, existing location
☐ Relocation
☐ Start-up company

Description of Proposed Site

Geographical Location: _____
Legal Description: _____
Zoning Classification: _____
Site size: _____ acres
Total # of Employees _____

☐ Platted ☐ Unplatted ☐ In process of being platted

Office _____ Sq. Ft.
Warehouse _____ Sq. Ft.
Production _____ Sq. Ft.
Hotel _____ Sq. Ft.

☐ New Structure ☐ Remodel ☐ Interior Completion ☐ Addition

Outside Storage _____ Sq. Ft.
Other _____ Sq. Ft.
Ceiling heights _____ Sq. Ft.

☐ Sprinkler

☐ Air Conditioning

Utilities

Requirements

Initial

Eventual

Electric Power

Energy-MKWH/yr.

Demand-KW

Natural Gas -- For Space Heating

MCF/yr.

MCF/hr.

Propane

Gal./day

Gal./yr.

Fuel Oil 0 (Alternate)

Gal./day

Gal./yr.

Coal (Alternate)

Gal./day

Gal./yr.

Other Special Considerations

Water

Water Demand-Sanitary @25

GPD/person

Process (GPD)

Waste Water Generation Sanitary

@25 GPD/person

Process (GPD)

Contaminants & amounts for plant
treatment

Contaminants in process wastes to
sewer

Does this project require an approval from the Texas Natural Resources Conservation Commission?

☐ Yes

☐ No

FAX THE COMPLETED APPLICATION TO:

(210) 207-3909, ATTENTION: Briefing Team Coordinator

Or mail to:

First Point Business Information Office

215 S. San Saba St., Room 101

San Antonio, Texas 78250